

Draft minutes of Allotment Liaison meeting, 22nd September 2015

Attending: Federation Committee; Wendy Skinner Smith (Chair), Ian Sheppard (Vice chair), John Lardner (Treasurer), Tim Treacher (Competition sub-committee chairman), John Hastings (minutes).

OCC: Stuart Fitzsimmons, Tina Mould.

Associations: **Eden Drive**-John Lardner, **Cowmead**-John Hastings, **OCC**-Tina Mould, **Lenthal Road**- Colin Sharp, **John Garne Way**-Eric Perkins, **John Garne Way**-David Ruffles **Risinghurst**-Bill Couldrick, **East Ward**-Stewart Young, **Van Diemens Lane**-Susanne Marburg **Spragglesea Mead**-Tim Treacher, **Bartlemas**-Susi Lee, **Kestrel Crescent**-Roy Leach, **Sorrel Road**-Bill Wright, **Osney, St Thomas and New Botley**-Nick Jackson, **Cotteslowe**-Ian Sheppard, **OCC**-Stuart Fitzsimmons, **Cripley Meadow**-Wendy Skinner Smith, **Bartlemas**-Alastair Mallick, **Minchery Farm**-Clive Bevan, **Barracks Lane**-Sarah Baker Wilkes, **Barracks Lane**-Andrew Fairweather Tall, **Elder Stubbs**-Phil Crème, **South Ward**-D T Allen, **Sorrel Road**- Russell Price, **Upper Wolvercote**-Zeb Johnson.

A total of 19 associations were represented. **Action minutes**

At the start of the meeting Wendy suggested that we all introduce ourselves with name and association.

1) Apologies/Minutes; Apology from Virginia Wallace. The minutes of the previous meeting had been circulated and were passed as a true record.

2) OCC Grants and Finances; Details of the results of the grant applications had been circulated prior to the meeting. Tina gave an outline of the grant situation saying that there had been a small overspend but this had been covered by money from the reactive maintenance budget. The amount of money left in the reactive maintenance (about £9,000.00) would almost certainly be spent. Wendy asked about the £34,000.00 that had been discussed at a previous meeting. Stuart (OCC) said the money had been deferred and was not available at the moment. Wendy explained the history of the East Minchery Farm development and asked about the 8 plots that should be being developed? **Stuart said he would check on this. We were also pursuing some clarification of allotment funding from the disposal of Horspath.**

3) Progress with Sign template; Ian produced some paper copies of a proposed template for allotment signs. He pointed out that any information on the signs would need to be of a fairly permanent content, as the cost of replacing the signs due to the change of a phone number or contact name would not be economical. Stuart explained that the signs could be produced by OCC at a cost ranging from £200.00 to £1,000.00 depending on the base material. The cost of the signs would be met by individual associations and they would also be responsible for attaching the sign to some kind of structure. Ten associations showed interest in obtain one of the proposed signs. Downloading the templated by individual associations so that it could be edited and laminated was discussed, but Stuart did not think that OCC would be likely to agree as the template incorporated the OCC logo. Modifications were discussed re formatting. **A further version would be circulated by wendy before the next meeting.**

4) Competition update; Tim reported that the judging for the competition had been done but the results would not be announced until the presentation on the evening of the 29th October. There had been a slight decrease in the number of competitors, forty four and an increase in the number of sites entering to ten. Tim thought we needed to consider whether site entry should have some individual entries. Mike Kent who normally does the judging was not available due to illness so Tim and Tina acted as judges with some assistance from Ian. Wendy did the photos. The Mayor of Oxford will be presenting the prizes and anyone who took part in the competition is automatically invited, plus their partner. Associations that did not take part are welcome to send a representative. Wendy stressed the great atmosphere at last year's event and encouraged members to attend. Tim said there will be a licenced bar available with the first drink free of charge.

5) Future event "Talk on Soil"; Tim has arranged a talk to be given by Chris Bird from Sparsholt College. It will take place at 7pm Tuesday 24th November at the Town Hall. There will be no entry fee and soft drinks will be available free of charge. **A poster for this event will be circulated in the November newsletter. If the event is successful another one could be arranged. Suggestions included managing trees, watering, pest and weed control.**

6) Training needs; the following topics were suggested at the meeting and by email

- risk assessment
- watering
- composting
- pest control
- weed control
- crop rotation
- trustees
- tree management

7) A.O.B.; John Lardner asked any latecomers to the meeting to ensure they checked the details on his database. Tina and Stuart left 19.50 and the ODFAA discussion part of the evening continued on Financial management.

Allotment Association Finance : Anonymous copies of five association's accounts/budgets were circulated, and the members were asked to try and identify which set was similar to their particular financial system. Rather than split the members into small groups there was an open discussion on the format and detail of the circulated documents. The presented accounts most common were the simplest. **We agreed to try to develop an basic account and budget sheet for the web site which could be used by associations if needed.**

We further discussed

- planning funding for emergencies
- working party commitments and/or donations
- skips

Members could keep the account sheets presented for their own reference but they must not be reproduced or copied and transmitted in any form.

Meeting ended at 8.30pm

